

**MINUTES TO THE BOARD OF THE JOINT PACIFIC COUNTY HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
Thursday, February 23, 202~~2~~<sup>3</sup>, at 10:00 a.m.  
Hybrid via Zoom and In Person**

**PRESENT:**

Chair David Glasson  
Vice Chair Rebecca Chaffee  
Commissioner Jan Davis  
Commissioner Julie Overby  
Commissioner Steve Holland  
Secretary Jennifer Westerman

**ABSENT:**

Commissioner Tiffany Turner

**Staff Present:**

Cynthia Mitchell, Executive Assistant/HR  
Sarah Kaczmarek, Interim Finance Controller

**Public Present:**

Paul Plakinger, Pacific County  
Dave Tobin, Pacific County Commissioner  
Mark Perez, Member of the Public

**1. Call to Order:**

(a) Chair Glasson called the meeting to order at 10:02 a.m.

**2. Changes and Additions to Agenda, if any:** None.

**3. Opportunity for Public Discussion:**

(a) Mark Perez asked if work started on the Mitigation Wells at Driftwood as there had be a lot of water at the property. Chair Glasson responded that contractors were doing work and accidentally found a water line.

**4. Financial Reports:**

(a) Ms. Kaczmarek reported on the financial reports for October 2022 for JPCHA and Driftwood Point as submitted in the Board Packet.

Vice Chair Chaffee asked how long we are able to hold on to the developer fee and asked if we owe that to the development consultant. Secretary Westerman responded that it is owed to both HOSWWA and the development consultant. It is paid with the waterfall after the audit is completed at the end of the year. We are anticipating not being able to pay much of the developer fees this year.

**5. Consent Agenda:**

(a) *Vice Chair Chaffee made a motion to approve the Consent Agenda. Commissioner Holland seconded the motion. Passed unanimously.*

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**6. Property, Secretary, and Chairperson Reports:**

- (a) On behalf of Ms. Bonus, Secretary Westerman gave the Property Report as submitted in the board packet.
  
- (b) Secretary Westerman gave the Secretary Report as submitted in the board packet.

Driftwood testing is not going well. The same contamination pocket continues to be there, and it is not responding to treatment. We will be seeking more information and funds from the Department of Ecology.

Willapa Center meter bases have been hit by the supply chain issues. We are unable to locate a supply for them anywhere. We are exploring the possibility of having one meter for the apartments and paying for utilities. Chair Glasson asked if would be able to put the big meter in now and change them out to individual meters later. Secretary Westerman responded that once the big meter is in, we would have to keep it in. Moving payment of utilities to tenants later would be difficult and unpopular. Vice Chair Chaffee asked if construction will be completed by June or if they might still be working in October. Secretary Westerman responded that she expects construction to be done long before October. Commissioner Davis asked if we charge the tenants a base amount for electricity on the single meter system. Secretary Westerman responded that we can't charge them. Families on vouchers will get a utility allowance either way. Chair Glasson asked for confirmation that we can get the solar panels for basically free. Secretary Westerman confirmed that that is what it looks like. Solar won't offset all the costs but will offset some.

Vice Chair Chaffee asked if it would be possible to see the proposed floor plans for Alder House. Secretary Westerman said she could email them out, but that currently they are just a sketch. Vice Chair Chaffee asked if we intend to keep the social areas in the building. Secretary Westerman responded that we intend to keep some but not all of those areas.

**7. New Business:**

- (a) Board Discussion: SAO Accountability Audit

Secretary Westerman reported on the SAO Accountability Audit. It has been published. There were no findings but there was one management letter. Changes have been made to address the management letter. Emails are being sent out so that they don't accidentally become public meetings. The Audit will be posted to the JPCHA website.

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(b) Board Action: Resolution 23-01 Alder House Earnest Money Authorization

Secretary Westerman reported on Resolution 23-01, Alder House Earnest Money Authorization. This resolution will allow her to act immediately to pay earnest money on Alder House once funding comes through.

*Vice Chair Chaffee made a motion to approve Resolution 23-01. Commissioner Davis seconded the motion. Passed unanimously.*

(c) Board Action: Resolution 23-02 Assignment of CHIP Funds to JPCHA

Secretary Westerman reported on Resolution 23-02, assignment of CHIP funds to JPCHA. This resolution allows JPCHA to receive the CHIP funds granted to the City of Raymond for Willapa Center.

*Vice Chair Chaffee made a motion to approve Resolution 23-02. Commissioner Overby seconded the motion. Passed unanimously.*

(d) Board Discussion: Board Composition

Secretary Westerman reported that while filling out Alder House paperwork, she had 7 questions regarding JPCHA's DEI efforts. She was able to answer them, but her answers could have been better. She is proposing that we could increase diversity on the JPCHA board by expanding the board. This would require changing the By-laws and originating Ordinances. Chair Glasson added that this is both tied to funding, as a lot of grants take DEI into account, and also that inclusion would be to the benefit of the board.

Vice Chair Chaffee feels that adding more chairs is a good idea and that she doesn't feel it would be a big deal to amend the ordinances. Commissioner Holland agrees. Chair Glasson reported that currently the county appoints 2 members, and each of the four cities appoint 1. He proposed that maybe the county could appoint 4 instead.

Chair Glasson asked the board how many people they feel we should add. Would two more people make a difference? Secretary Westerman responded that she feels two additional people would make a difference. She reported that most Housing Authorities are required to have a Resident representative. JPCHA is not required to have one, but we could. She added that she has been reaching out to organizations that that work with marginalized communities. Secretary Westerman added that we may wish to not have an even number of Commissioners. Chair Glasson suggested that we could add 3 more chairs to bring us to an odd number. Commissioner Davis asked if we could get an

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individual from the community at large, as it would be good to include the local Hispanic community. Vice Chair Chaffee added that she likes the idea of having a Resident on the Board. Paul Plakinger added that having an odd number of people on the Board would be a good thing.

Chair Glasson asked if anyone had any issue with the county getting additional appointees. Secretary Westerman asked if we want to get a Committee on this. Chair Glasson responded that if we want a Committee, we could have one, or we could just draft language adding to the ordinances. Secretary Westerman responded that if we could get the ordinance change drafted and she would draft a change to the by-laws, and we could bring the changes to the next meeting. Chair Glasson said he would work on the ordinance side of the changes.

Vice Chair Chaffee asked if the tribes in the community, such as Shoalwater Bay Tribe, could appoint a representative. In the past there was discussion, and it was mentioned that Housing Authorities were limited to local government participants. Secretary Westerman responded that the way to get a member from the Shoalwater Bay Tribe would be to ask the appointing entity to appoint someone from that group.

**8. Unfinished Business:** None.

**9. Executive Session:**

(a) Chair Glasson called for an Executive Session lasting approximately 15 minutes from 10:45 to 11:00 to discuss Real Estate. They expected to take action following the session. No decisions were made during the session.

(b) Board Action: Resolution 23-03 Authorization to Contract for Construction Management Consulting Services for Willapa Center

Secretary Westerman reported on Resolution 23-03. This resolution would allow us to engage HKA Global as a construction consultant for Willapa Center.

*Commissioner Overby made a motion to approve Resolution 23-03. Vice Chair Chaffee seconded the motion. Passed unanimously.*

**10. Adjournment:**

(a) The next Board Meeting will be on Thursday, April 27, 2023, at 10:00 a.m.

(b) Chair Glasson adjourned the meeting at 11:04 a.m.

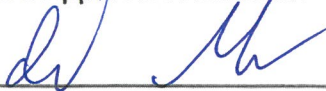
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Respectively submitted by:  
Jennifer Westerman, Executive Director

Board Approval of Minutes:

  
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Chair, David Glasson 4/27/23  
Date

  
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Attest: Jennifer Westerman, Secretary, Executive Director 5/1/23  
Date